

Finance Directorate Job Risk Assessment

Name(s) of Risk Team Members: A. Gray, M. Hobson, M. Israel, C. VonGerichten	Point Value → Parameter ↓	1	2	3	4	5
Job Title: Cashier Function	Frequency (B)	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Job Number or Job Identifier: JRA-04-Cashier Function						
Job Description: Cash custody – involves transporting cash to and from facilities, cash transactions, computer work, filing, operating machines	Severity (C)	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional):	Likelihood (D)	Very Unlikely	Unlikely	Possible	Probable	Multiple
Approved by:						
Stressors:	Reason for Revisions (if applicable):			Comments:		

			Before Additional Controls							After Additional Controls						
Job Step / Task	Hazard	Control(s)	Stressor	# Of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# Of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Cashier Duties – transport cash to and from onsite TFCU, cash transactions	Hold up; robbery	Security escort; security system (cameras and alarms); duress system, sufficient lighting	N	1	5	5	1	25								
Extended standing	Back, leg and foot strain	Stool with back, comfortable shoes, periodic breaks	N	1	4	2	2	16								
JRA-01-Office Work also applies		See JRA-01-Office Work														

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